**Dress and Appearance Guidelines**

Employers have the right to establish standards of dress and appearance. A reasonable relationship must be shown between the nature of the work or health and safety considerations and the need to regulate employee appearance. Reasonableness is determined by the nature of the work, the degree to which employees are exposed to the public, and the likely expectations of your customers. If public image and business reasons are used as the basis for dress and appearance guidelines, you may be challenged to provide direct evidence that a certain style of dress or appearance negatively affects the service you provide, provokes customer/student complaints, etc. Restrictions on dress that cannot be shown as having a direct effect on production, safety considerations, sales, or relationships with the public generally will not be upheld if challenged.

**Policy Guidelines**

- Your policy must be clear and unambiguous. “Professional attire” is not specific enough.
- Your policy must be in writing.
- Your policy must be communicated to all staff, preferably by providing each employee with a copy and obtaining a signed receipt. Also, include the policy in your school/department orientation.
- Your policy must be consistently enforced.

**Your policy should:**

- Explain the business reasons for the policy
- Give descriptions and examples of acceptable and unacceptable attire and grooming. Be sure you can enforce your standards (How will you monitor and enforce “appropriate undergarments”?)
- State consequences for violations
  For example: 1st time, counseling and reminder of policy
  2nd time, send home to change without pay and oral warning
  3rd time, written warning and so on
- Explain any exceptions to dress and grooming standards

**General Guidelines**

Make sure the policy or rules do not reinforce arbitrary or outdated notions of how a particular group of employees should look, but are reasonably and demonstrably related to the workplace or to some specific, legitimate, and important business objective.

Make a “good faith” effort to reasonably accommodate employees who have legitimate health or religious reasons for not complying with particular dress code requirements.

ALWAYS consult with HR before implementing a dress code policy.